



BANQUET ROOM RENTAL AGREEMENT

Date of event _____ Day of the week _____ Start time _____ Ending time _____
 Type function _____
 Name _____
 Email _____
 Address _____
 Telephone _____ / _____

The following is a listing of specific terms/arrangements that will be discussed in detail.

____ (5 hours) **\$450.00** and **\$100.00** refundable security deposit. ____ Extra time **\$75.00** per hour ____.
 ____ (3 hours) **\$250.00** and **\$100.00** refundable security deposit. ____ Extra time **\$75.00** per hour ____.

Non-refundable **\$200.00** deposit required at time of booking. Balance of rental fee due on day of event.
\$100.00 Security deposit will be mailed back within three (3) working days after an inspection of the hall.

NOTE: Entry for decorating is approximately one (1) hour prior to scheduled event time.

Clean up of the hall will be completed no later than one-half hour past rental time. This will include everything except for vacuuming. An additional assessment fee will be incurred for each additional one-half hour past allocated rental time. Confetti or Bubbles are NOT permitted.

Open Bar (**\$9.95_{pp}**) one hour ____ (**\$3.50_{pp}**) @ additional hour ____ (**\$22.95_{pp}**) Five hours ____

NOTE: No straight shots are included with open bar.

Tab Bar _____ Cash Bar _____ Kegs _____ Toast _____

All prices subject to 6.35% sales tax & 18% Gratuity. All liquor MUST be purchased through Joanna's.
 *pp stands for Per Person.

NOTE: Staff will not serve alcoholic beverages to minors, adults serving minors, patrons who cannot prove age with valid picture identification, and patrons who appear intoxicated. The Management reserves the right at our own discretion to cease serving Patrons who violate rules and to close the bar with no refund.

Linens **\$10.00** per table _____ **\$25.00** head table skirt _____

China/Silverware (for dinner only) **\$3.00** additional per person _____

Signing of this agreement indicates that all aspects of the hall rental have been discussed and understood, also indicates that the customer will abide by all regulations of the rental. The owner of Joanna's Banquet will not be held liable for any lost, stolen or damaged personal items or be held liable for any personal injuries. The signing of this agreement indicates that the customer will abide by all local, state and federal regulations and laws. Any fines, penalties or legal ramifications will be the sole responsibility of the customer.

 Date signed Customer Signature Booked by Date

Amount of deposit _____ Method of Payment _____ Check# _____ Cash \$ _____

Location: 145 Main Street Somersville, CT 06072 (Mailing Address: 452 South Road, Somers, CT 06071)

www.joannasbanquets.com 860-763-5060 or 860-749-5060

Please sign and return contract with deposit.

This date stated in the above contract will be held for a maximum of one week after verbal confirmation. Contract revised September 2014. Division of Joanne's LLC